



# Embassy of the United States of America

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## THE U.S. EMBASSY IN DUSHANBE REQUESTS PROJECT PROPOSALS FOR THE 2012–2013 JUSTICE SECTOR REFORM GRANTS PROGRAM

**SUBMISSION DEADLINE: March 8, 2012**

**ANTICIPATED AWARD DATE: May 1, 2012**

### **INTRODUCTION**

The mission of the State Department's Bureau of International Narcotics and Law Enforcement Affairs (INL) is to minimize the impact of international crime and illegal drugs on the United States, its citizens, and partner nations by providing effective foreign assistance and fostering global cooperation. This mission, which centers on helping our partner nations establish a capable and accountable criminal justice sector, was expanded during the past decade to include stabilizing post-conflict societies through criminal justice sector development and reform. This mission supports peace and security by stabilizing and strengthening security institutions and by combating narcotrafficking and other transnational crimes such as money laundering and criminal gangs. It promotes just and democratic governments by strengthening justice sector institutions, good governance and respect for human rights.

INL combines forces with other USG and international agencies and takes a regional approach to widespread problems. INL also encourages more developed governments to take responsibility as equal partners in global efforts to combat transnational crime, include drug trafficking. The Bureau's priority programs support three inter-related objectives:

- **BUILDING CRIMINAL JUSTICE SYSTEMS:** Institutionalize rule of law by developing and expanding criminal justice systems to strengthen partner country law enforcement and judicial effectiveness, foster cooperation in legal affairs, and advance respect for human rights;
- **COUNTER-NARCOTICS:** Disrupt the overseas production and trafficking of illicit drugs through targeted counternarcotics and institution-building assistance and coordination with foreign nations and international organizations, and;
- **TRANSNATIONAL CRIME:** Minimize the impact of transnational crime and criminal networks on the U.S. and its allies through enhanced international cooperation and foreign assistance.

### **APPLICANT ELIGIBILITY**

- Be a registered non-profit organization or educational institution based in Tajikistan. Applicants must be registered in-country or submit proof that they are seeking registration in Tajikistan at the time of proposal submission

### **PURPOSE OF PROGRAM**

The U.S. Embassy in Dushanbe announces a new request for proposals under the 2012–2013 Justice Sector Reform Program (JSRP). The purpose of the program is to provide federal assistance for specific projects that improve access to justice and adherence to national and international legal standards. The program seeks to educate the public about their rights, raise the capacity of legal actors to protect those rights, and monitor the legal process to ensure that individuals in the legal and law enforcement sector are properly implementing national and international laws.

## **THEMES AND ACTIVITIES**

Grants for this program will be awarded to local Non-Governmental Organizations (NGOs). Grant applicants can submit proposals that address all or part of the project themes and activities listed below (meaning a local NGO that lacks the capacity to perform all requested activities could submit a proposal to implement those activities within its capacity). To be eligible for consideration, every applicant must propose to carry out a project that aims to improve the justice sector in Tajikistan.

INL invites organizations to submit proposals that will address the following:

### **I. Monitoring the Legal Process**

- A. Conduct **courtroom monitoring**, with a special focus on cases related to **domestic violence, narcotics, media freedom, and religious freedom**.
- B. **Monitor implementation of the Criminal Procedure Code** in the legal process from the point of arrest to the point of conviction.
  1. This may require establishment of a Duty Lawyer system where monitors would be available 24 hours a day to provide legal counsel at the point of arrest and then report on how well the rights of the suspects are protected in the pre-trial process.
  2. The NGO should report on:
    - a. Charges brought against a defendant in comparison to what the court eventually decides
    - b. Length of time in pre-trial detention
    - c. Length of time before the defendant is allowed access to a lawyer
    - d. Any signs of physical abuse or coerced confessions
    - e. Any reports of bribery, corruption, or abuse of power during the process
    - f. The degree to which defense attorneys, prosecutors, and judges utilize provisions of the Criminal Procedure Code
    - g. The degree to which law enforcement, lawyers, attorney, prosecutors, and judges demonstrate knowledge of the provisions of the Criminal Procedure Code
    - h. The reaction of legal and law enforcement actors to NGO lawyers and observers
    - i. How appropriately evidence is handled and used in court
    - j. How well attorneys and prosecutors are able to cross-examine witnesses
    - k. Statements of the defendants and their overall opinion on the fairness of the legal process
    - l. Statements from other legal and law enforcement actors on the fairness of the legal process
  3. The NGO should conduct surveys of defendants and actors within the legal process to obtain their opinions on the impact and effectiveness of monitoring.

**\* The maximum award amount for this project is \$50,000**

**Project Duration: 6-18 months**

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### **II. Duty Lawyer System**

- A. Develop a pilot Duty Lawyer system that could be institutionalized by the Tajik government.

1. **Fund a 24-hour on-call duty lawyer service in some pilot districts, capable of quickly providing legal counsel to citizens upon arrest.**
2. The Duty Lawyer should monitor cases from the point of arrest to the point of conviction or acquittal and enter the information into a central database maintained by the implementer.
3. Train duty lawyers on their rights under the new Criminal Procedure Code and the rights of criminal defendants.
4. Monitor the impact of the program by conducting knowledge tests for training participants and by collecting success stories of the public defender system.

**\* The maximum award amount for this project is \$50,000**

**Project Duration: 6-12 months**

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### **III. Legal Education and Awareness Campaign**

- A. Produce a **television show** that bases storylines on real legal cases taken from news stories in Tajikistan.
  1. **Depict the legal process as it should work** if law enforcement and legal actors were fully knowledgeable of their roles, rights, and limitations in the Tajik legal system.
  2. Use dramatic effect to make the show interesting to average viewers.
  3. Clearly highlight the rights of defendants and defense attorneys during the legal process
  4. Televisé the program.
  5. Produce a DVD of the program and incorporate it into a wider legal education campaign
  6. Broadcast the program on one of Tajikistan's major television stations
  7. Conduct focus groups and knowledge assessment tests to determine the impact of viewing the show on people's opinions and knowledge of the legal process.
- B. Conduct a legal education campaign among youth aged 12-24 at schools and universities in Tajikistan
  1. **Show and distribute a DVD of the courtroom television program for students at secondary schools and universities around Tajikistan**
    - a. The DVD should contain some direct explanations and clarifications of the legal rights and processes depicted in the show. It should be made simple enough for 12 year olds to understand.
    - b. Conduct focus groups and knowledge assessment tests to determine the impact of viewing the show on people's opinions and knowledge of the legal process.
  2. Conduct short **trainings at secondary schools** (especially in rural communities) that address issues such as: **right to an attorney at the point of arrest, legal marriageable age** and punishments, **domestic violence laws, laws on freedom of speech, laws against torture/enhanced interrogation, the right to alimony, the need to officially register marriages and other life events, child labor laws** (especially in regards to forced labor in the annual cotton harvest), **anti-corruption laws** and consequences, laws related to **drugs, options/resources available for legal counsel and defense**, and other topics as appropriate for the audience.
    - a. It may be helpful to conduct these education campaigns in the form of short videos/cartoons, theatrical performances, posters, and other multimedia tools.
    - b. Local lawyers, prosecutors, judges, and law enforcement could be recruited as trainers or invited to participate in some of the trainings.
    - c. Efforts should be made to especially target women and youth in rural communities
  3. **Conduct seminars for university students and instructors** using some of the same topics and materials. Local lawyers, prosecutors, judges, and law enforcement could be recruited as trainers or invited to participate in some of the trainings.
  4. Conduct knowledge assessment tests to determine the impact of the seminars on people's opinions and knowledge of the legal process.

**\* The maximum award amount for this project is \$100,000**

**Project Duration: 6-18 months**

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**IV. Secular Law Education**

- A. Organize **discussion groups and debate clubs** to discuss secular law issues among the students at the Islamic Institute.
- B. If the **Islamic Institute** is unwilling to engage the NGO, efforts should be made to conduct trainings in the **rural community** on the differences between secular and Islamic law, and how those differences can be reconciled in modern society.
  - 1. The NGO should make use of existing resources and recruit both local religious leaders and legal scholars to develop an appropriate and accurate training curriculum.
- C. Conduct knowledge assessments and evaluations to determine the impact of trainings, courses, and discussion groups and collect anecdotal stories of positive impacts of the program.

**\* The maximum award amount for this project is \$50,000**

**Project Duration: 6-12 months**

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**V. Material and Training Support to Prosecutors**

- A. After conducting a needs assessment in coordination with the Prosecutor's Training Center (PTC) and Prosecutor General's Office, **provide books and other resources (in Russian and Tajiki) on Tajik and International Law to the PTC and regional Prosecutor's offices throughout Tajikistan.**
- B. Organize **some trainings** for prosecutors at the PTC that introduce key donated materials and give an overview of their content. Topics should be selected in coordination with the PTC and PGO.
- C. Conduct follow-up assessments to determine if donated books are being used and if training participants are using new skills in their jobs. The implementing organization should conduct knowledge tests, evaluations, and collect anecdotal stories to measure program success.

**\* The maximum award amount for this project is \$50,000**

**Project Duration: 3-9 months**

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**VI. English Language Training**

- A. **Provide English language training to 150-200 employees** of the Ministry of Justice, the Prosecutor General's Office, the Anti-Corruption Agency, the Customs Service, the Border Guards Service, the Ministry of Internal Affairs, the Supreme Court, the State Committee on National Security, and the Drug Control Agency.
  - 1. Locations and times for classes, the number of students from each agency, and the selection of students should be negotiated between the implementing organization and the various government bodies.
  - 2. The number of employees should remain between 150 and 200. Once employees drop out of class, steps should be taken to recruit new students from the same or other agencies. The implementing organization should focus efforts on government ministries and agencies that exhibit good cooperation and ensure strong attendance of their employees. Classes and class participants should be adjusted every 2-3 months based on attendance rates.
  - 3. **INL will need names, date of birth, and place (city) of birth for all participants before training can begin (some exceptions will apply).**

4. The implementing organization must provide INL with attendance reports for classes every 2 weeks and allow occasional observations of classes.
- B. Provide English language training to 50 students at the Tajik State Law University.**
1. Locations, times, and student selection for classes should be arranged in cooperation with the University administration and students (once participants are selected).
  2. English classes should be conducted outside of normal class time hours, and should not duplicate existing English classes in the curriculum.
  3. Classes should select the best 50 students from existing English courses to take part in upper level classes.
  4. Preference will be given to organizations that can supply one native or near-native English speaker to assist with upper level classes.
  5. **The implementing organization should arrange intensive summer courses for interested students.**
- C. Provide some TOEFL training and sponsor testing for highly skilled and committed students.
- D. Administer standardized English language proficiency tests at the beginning and end of training to measure the success of the programs.

**\*The maximum award amount for this project is \$50,000**

**Project Duration: 6-12 months**

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## **REPORTING REQUIREMENTS**

Recipients **MUST** submit quarterly financial and performance progress reports. Reports are required as a means of evaluating the recipient's progress and utilization of resources. They are divided between a performance progress report and a financial status report.

A performance progress report compares actual to planned performance and indicates the progress made in accomplishing each assistance award task. The report should include relevant details for assessing the status of performance (i.e., a brief, factual summary description of the progress made). The performance progress reports must be accompanied by the *Performance Progress Report (SF-PPR) Coversheet*, Page 1 to INL on a quarterly basis.

A **final** narrative progress report is also required within 90 days of the expiration date of the assistance award. The final narrative report must also include page 1 of the SF-PPR form. INL encourages recipients to include an in-depth impact assessment and/or project evaluation in the final project summary report. The project summary report should include quantitative and qualitative data relating to the project's goals and objectives, project outputs and overall project impact.

Financial status reports provide a means of monitoring expenditures and comparing costs incurred with progress. Recipients must utilize the *SF-425 Federal Financial Report*, to report the status of funds for all non-construction projects or programs to INL on a quarterly basis.

Additionally, recipients shall submit a **final** SF-425 financial report to INL within 90 days of the expiration date of the financial assistance award.

A copy of all quarterly financial and performance progress reports and FINAL reports shall be emailed to the Grants Officer and the Grants Officer Representative as listed in the Grant/Cooperative Agreement, once awarded. Quarterly reports with a computer-based English translation will not be accepted.

*Please note: It is the Department of State's policy that English is the official language of all documents. If quarterly reports are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version.*

## **DEADLINE AND SUBMISSION INFORMATION**

The U.S. Embassy Justice Sector Reform Program is limited to organizations based in Tajikistan. The JSRP will not fund projects related to partisan political activity, charitable activity and humanitarian aid, fundraising campaigns, commercial projects, those involving individuals not affiliated with an organization that can provide sustainability to the project, and those that duplicate existing projects.

Proposals should be submitted in English, or be accompanied by an English translation. (Applications with a computer-based English translation will not be accepted.) Proposals should include a project narrative, short descriptions of past relevant projects, and a detailed budget. Supporting documents may be in Tajik or Russian. **All submissions must be forwarded to the following U.S. Embassy contact by February 29, 2012:**

U.S. Embassy, International Narcotics and Law Enforcement Affairs  
109 A Ismoil Somoni Avenue  
Dushanbe, Tajikistan  
fax: (992 37) 229 2050  
Email: [ThiesDT@state.gov](mailto:ThiesDT@state.gov) and [QozievaMM@state.gov](mailto:QozievaMM@state.gov)  
Contact Persons: Darren Thies and Muyassar Qozieva  
Alternate Contact: Sarvat Ansori [AnsoriSJ@state.gov](mailto:AnsoriSJ@state.gov)

Grant application forms are available on our web site: <http://dushanbe.usembassy.gov/justice.html>  
They can also be obtained in the U.S. Embassy in Dushanbe or by email. If you have additional questions or need consultation on your project proposal, please contact the International Narcotics and Law Enforcement Office of the U.S. Embassy using the emails above. If you do not receive a timely response, you can call the alternative contact, and he will make sure you get assistance.

## **REVIEW PROCESS**

Proposals should contain clearly formulated goals and target groups, and show the ability of the applying organization to carry out the project aims. The proposal must contain a section explaining how the impact of the project will be evaluated. While lack of sustainability will not disqualify a project from selection, projects that are sustainable and create lasting positive effects will be evaluated based on the Review Criteria as listed below.

The U.S. Embassy shall review all proposals for eligibility. Eligible proposals will be subject to compliance of Federal and Bureau regulations and guidelines and may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final technical authority for assistance awards resides with INL's Grants Division. INL reserves the right to request any additional programmatic and/or financial information regarding the proposal. Panelists may make conditions and recommendations on any given proposal in order to enhance the proposed program.

Proposals will be funded based on an evaluation of how the proposal meets the solicitation review criteria, U.S. foreign policy objectives, and the priority needs of INL/Embassy. A State Department Review Committee will evaluate proposals submitted under this request. Proposals will be scored based on the applicants response to each Review Criteria listed below. Review criteria will include:

### **1) Quality of Program Idea**

Proposals should be responsive to the solicitation and exhibit originality, substance, precision, and relevance to the Bureau's mission.

## **2) Program Planning/Ability to Achieve Objectives**

A relevant work plan should demonstrate substantive undertakings and logistical capacity of the organization. The work plan should adhere to the program overview and guidelines described above. Objectives should be ambitious, yet measurable and achievable. For complete proposals, applicants should provide a monthly timeline of project activities.

## **3) Multiplier Effect/Sustainability**

Proposed programs should address long-term institution building demonstrating capacity-building results.

## **4) Program Evaluation Plan**

Programs should demonstrate the capacity for engaging in impact assessments and providing objectives with measurable outputs and outcomes.

## **5) Institution's Record and Capacity**

The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposals should demonstrate an institutional record of successful programs, including responsible fiscal management and full compliance with all reporting requirements. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project objectives. Roles and responsibilities of primary staff should be provided.

## **6) Cost Effectiveness**

The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Cost sharing is strongly encouraged but not required. (NOTE: In reviewing similar projects, the Review Panel will evaluate proposals that request lower budgets based on the Review Criteria of Cost Effectiveness).

## **IMPORTANT INFORMATION TO APPLICANTS**

The information contained in this solicitation is binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts this language will not be binding. Issuance of the solicitation does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program evaluation requirements.

Once the Request for Proposals deadline has passed, U.S. Government officials - including those in the Bureau, the Department and at embassies/missions overseas - must not discuss this competition with applicants until the entire proposal review process is completed. Applicants will be notified by the INL/Embassy Grants Officer only with regard to the status of an application. Funding commitments can only be made by an INL/Embassy Grants Officer. All other commitments from any representative other than an INL Grants Officer will be deemed unauthorized.